## **MAIN HRS**

**DCDS** Procedures Manual

Page: 13.3-1
Financial Data
Section 13.3 - CB by Dept/Agy/TKU

# Section 13.3 PARAMS MENU Financial Data Coding Block Elements by Dept/Agy/TKU

Purpose	This section provides the procedures for a user to add or delete coding block elements by department, agency or timekeeping unit (TKU). The coding blocks defined are the only ones that will display in the dropdown lists for entering data collection.	
Window Name	CB Elements by Dept/Agy/TKU	
Reminders	1. The CB Elements by Dept/Agy/TKU window is accessed through the Params, Financial Data, B - CB Elements by Dept/Agy/TKU items on the menu bar.	
	2. The CB Elements by Dept/Agy/TKU window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Department and CB Profile Type. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click the Detail button to display the Detail Data window. If the New button was clicked, a Detail Data window is displayed to set up the coding block, the OK button is clicked and the CB Elements by Dept/Agy/TKU window is displayed with the available elements. The user then selects the applicable elements.	
	<ul> <li>3. Once the Detail Data window is displayed, a user may add or delete coding block data. The CB Elements by Dept/Agy/TKU detail window consists of the following windows:</li> <li>Available Elements</li> <li>Selected Elements</li> <li>When a user selects the applicable elements from the Available Elements window, they are displayed in the Selected Elements window.</li> </ul>	
References	No specific references	

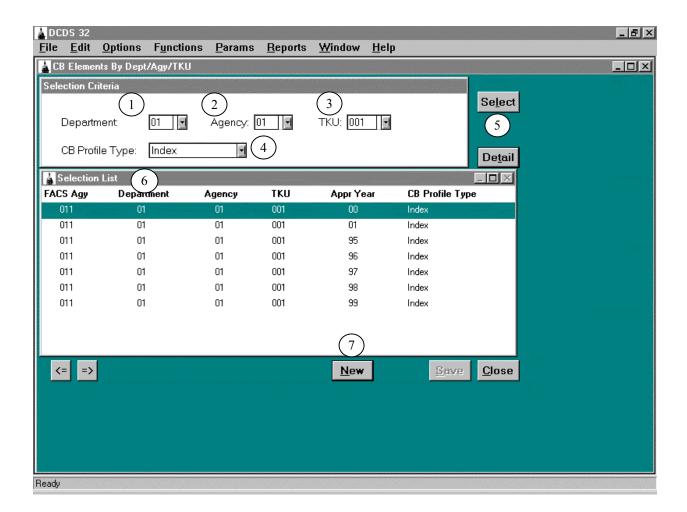
## **MAIN HRS**

**DCDS** Procedures Manual

Page: 13.3-2
Financial Data
Section 13.3 - CB by Dept/Agy/TKU

#### CB Elements by Dept/Agy/TKU

The following window is displayed when  $\underline{P}$  arams,  $\underline{F}$  inancial Data,  $\underline{B}$  - CB Elements by Dept/Agy/TKU is selected from the Menu bar. The steps are described on the following page.



## **MAIN HRS**

**DCDS** Procedures Manual

Page: 13.3-3
Financial Data
Section 13.3 - CB by Dept/Agy/TKU

#### DCDS Input Procedures CB Elements by Dept/Agy/TKU (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.
		<b>Note:</b> When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.
		<b>Note:</b> When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select <b>AL</b> from the dropdown to display all TKUs within an agency.
4	CB Profile* Type	Select the Coding Block Profile from the dropdown list (Agency Code 1, 2, 3, Grant, Index, Multipurpose Code, PCA, or Project).
5	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
6	Selection List	Highlight the Coding Block Profile Type to be updated and click on the Detail button. The CB Elements by Dept/Agy/TKU window will then be displayed.
7	New Button	Click on the New button, if adding new coding block data.

<sup>\*</sup>indicates a required field that must be entered.

## **MAIN HRS**

**DCDS** Procedures Manual

Page: 13.3-4
Financial Data
Section 13.3 - CB by Dept/Agy/TKU

#### CB Elements by Dept/Agy/TKU (Selection List)

The following information is displayed:

Field Name	Description
FACS Agy	The Financial Administration Control System (FACS) code assigned to a department.
Department	The department the coding block data applies to.
Agency	The agency the coding block data applies to.
TKU	The Timekeeping Unit (TKU) the coding block applies to.
Appr Year	The Appropriation Year applicable to the selected CB Profile Type.
CB Profile Type	The Coding Block Profile Type (Agency Code 1, 2, 3, Grant, Index, Multipurpose Code, PCA, or Project).

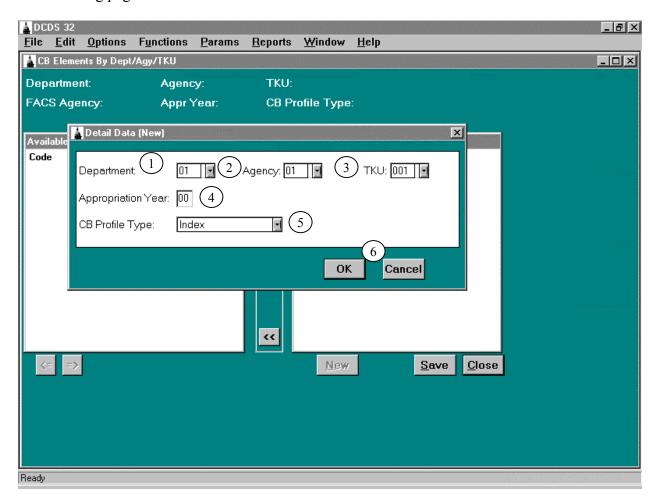
## **MAIN HRS**

**DCDS** Procedures Manual

Page: 13.3-5
Financial Data
Section 13.3 - CB by Dept/Agy/TKU

#### CB Elements by Dept/Agy/TKU

The following window is displayed when the **New** button is selected. The steps are described on the following page.



### **MAIN HRS**

**DCDS** Procedures Manual

Page: 13.3-6
Financial Data
Section 13.3 - CB by Dept/Agy/TKU

#### DCDS Input Procedures Add CB Elements by Dept/Agy/TKU Detail Data Window

Follow the steps below to add coding block elements by Dept/Agy/TKU.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select <b>AL</b> from the dropdown list to apply to all TKUs within an agency.
4	Appropriation Year	Enter the Appropriation Year, if applicable. The year must be entered for Index and PCA profile types.
5	CB Profile Type*	Select the appropriate Coding Block Profile (Agency Code 1, 2, 3, Grant, Index, Multipurpose, PCA or Project).
6	OK Button or Cancel	Click on the OK button (or press Alt + O). This displays the Available Elements and Selected Elements windows allowing the user to add Dept/Agy/TKU coding block information. Click on the Cancel button to cancel the window.

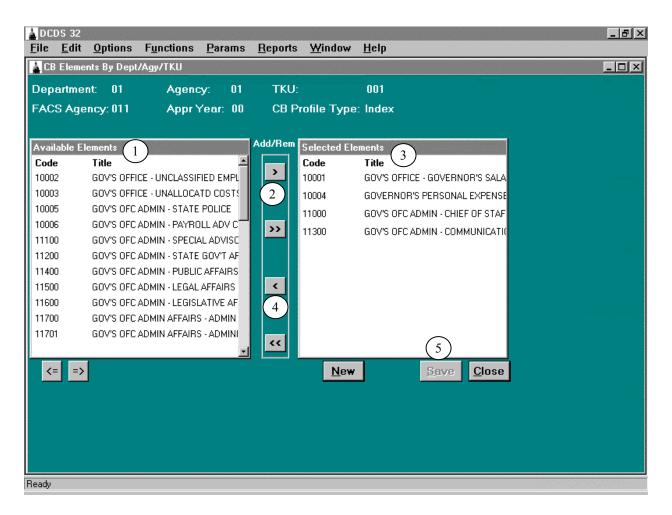
<sup>\*</sup>indicates a required field that must be entered

**DCDS** Procedures Manual

Page: 13.3-7
Financial Data
Section 13.3 - CB by Dept/Agy/TKU

#### CB Elements by Dept/Agy/TKU

The following window is displayed when the **Detail** button is selected or when the **OK** button is clicked when adding a new coding block. The steps are described on the following page.



## **MAIN HRS**

**DCDS** Procedures Manual

Page: 13.3-8
Financial Data
Section 13.3 - CB by Dept/Agy/TKU

#### DCDS Input Procedures Add/Remove CB Elements by Dept/Agy/TKU Available Elements and Selected Elements Windows

Follow the steps below to add/remove elements.

Step	Field Name	Action
1	Available Elements	Highlight the element(s) to be added to the Dept/Agy/TKU.  Note: When one row is double clicked, the highlighted element(s) will be moved to the Selected Elements window.
2	> Button	Click on the > button located between the Available Elements window and the Selected Elements window. This moves the highlighted element(s) to the Available Elements window. Use the >> button if all elements are to be added to the Dept/Agy/TKU.
3	Selected Elements	Highlight the element(s) to be removed from the Dept/Agy/TKU being defined.  Note: When one row is double clicked, the highlighted element(s) will be removed from the Selected Elements window and placed back on the Available Elements window.
4	< Button	Click on the < button located between the Available Elements window and the Selected Elements window. This removes the element(s) from the Dept/Agy/TKU being defined. If all elements are to be removed, use the << button. This button moves all the elements listed in the Selected Elements window back to the Available Elements window.
5	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or deletions made to the Dept/Agy/TKUs assigned elements.

<sup>\*</sup>indicates a required field that must be entered